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Private Colleges Accreditation Board

Annual Report

1984 - 1985

Alberta

86-06316/

THE PRIVATE COLLEGES ACCREDITATION BOARD

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The Honourable Dick Johnston
Minister of Advanced Education
127 Legislature Building
Edmonton, Alberta
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Dear Mr. Johnston:

I am pleased to submit this review of the Private Colleges Accreditation Board for the period May 15, 1984 to June 30, 1985.

The Board has had an active first year. As a new authority within Alberta's advanced education system, the Board is proud to have been able to establish its own procedures and to have made its first recommendations to you concerning degree programs at the private colleges.

During the forthcoming year, the Board expects to continue to work closely with the private colleges to contribute further to the enrichment of educational opportunities for Albertans.

Sincerely,

John Paterson, Ed. D.
Chairman
Private Colleges Accreditation Board

Mandate of the Board

The Private Colleges Accreditation Board was established by the Universities Amendment Act, 1983. The Act was proclaimed May 15, 1984. The Board is empowered to make recommendations to the Minister of Advanced Education with respect to the approval of baccalaureates that may be offered by Alberta private colleges. Following a subsequent recommendation by the Minister of Advanced Education, approval may be granted by Order in Council. The text of the Act is included herein as Appendix A.

Upon receiving an application from a private college for baccalaureate program approval, the Board has the authority to enquire into all aspects of a private college's operation. The Board has established minimum conditions which must be satisfied by a college proposing to offer a degree so that every approved program meets established academic standards. The Board is also responsible for the periodic review of approved programs.

The Board's Guidelines and Procedures for accepting and reviewing proposals from private colleges are attached as Appendix B.

Inception of the Board

For many years, private colleges in Alberta successfully offered a broad range of programs including high school programs, career programs and programs that were transferable to universities. Private colleges could also grant degrees in divinity. As early as 1959, a private college had entered into a formal affiliation agreement with The University of Alberta by which its students could complete university study and obtain two years of advanced credit toward completion of their degrees at The University of Alberta. By 1983, three more colleges had similar agreements. Encouraged by their successes, the private colleges petitioned Government for the authority to grant degrees in programs other than divinity. Government had a sincere desire to accommodate these institutions but it recognized that the public interest concerning the meaning of the baccalaureate needed to be protected and that the historical precedents of university level study in the Province should be respected. Various means were examined by which this authority could be granted. After considerable discussion, Government, the private colleges and the universities agreed that the interests of the public and the institutions could be best served by an independent board that would establish procedures and review proposals for degree programs from the private colleges. This board became the Private Colleges Accreditation Board.

Membership of the Board

The Board consists of thirteen members appointed by the Minister of Advanced Education: a chairman; four members of the public; four university academic staff members nominated by the Universities Co-ordinating Council; and four private college academic staff members nominated jointly by the presidents of the private colleges.

In addition, the Minister designates an official from his Department to attend meetings in a non-voting capacity. The services of an executive secretary are provided to the Board by the Minister.

During the reporting period, the following individuals have served the Board.

Dr. John Paterson:	Chairman
Mr. Richard Cooke:	Public Member
Dr. Gordon Mowat:	Public Member
Ms. Maureen Towns:	Public Member (until April 23, 1985)
Mr. Arthur Wood:	Public Member (until July 19, 1984)
Mr. George Lomas:	Public Member (beginning October 15, 1984)
Dr. Don Detomasi:	University Member
Professor Laurence Hoye:	University Member
Dr. Henry Kreisel:	University Member
Dr. Doug Shale:	University Member (until September 6, 1984)
Dr. Dominique Abrioux:	University Member (beginning September 6, 1984)
Dr. Judith Meier:	Concordia College
Dr. Reo Ganson:	Canadian Union College
Dr. Peter Mahaffy:	The King's College
Dr. Chester Olson:	Camrose Lutheran College
Dr. Henry Anderson:	Alberta Advanced Education, Observer/Participant
Mr. Andy Stojak:	Executive Secretary

Activities and Accomplishments

During this reporting period, the Private Colleges Accreditation Board met seven times. Two of these meetings included visits to Camrose Lutheran College and to Canadian Union College.

The Board received the first documents pertaining to applications for degree programs in July, 1984. In order to provide a framework for the review of these applications and to set minimum standards by which academic concerns could be satisfied, the Board undertook the development of its own guidelines and procedures. During September and October, a committee of the Board met to complete this task. At its October 15, 1984 meeting, the Board adopted guidelines and had these circulated for use by the colleges. They are attached herein as Appendix B.

At its April 23, 1985 meeting, the Board decided to recommend for approval ten baccalaureate programs for Camrose Lutheran College. The recommendation followed a thorough examination of the documentation provided by the College, a favourable review of each proposed degree by expert consultants and a supportive assessment by a group of external evaluators who were appointed by the Board to comment on the general readiness and capability of the College to offer degree programs.

By June 30, 1985, the Board had begun reviews of applications from Canadian Union College and The King's College.

Degree Programs Approved

Having received the recommendation of the Private Colleges Accreditation Board, the Minister of Advanced Education recommended approval by Government and an Order in Council was signed June 28, 1985 that authorizes Camrose Lutheran College to confer the following degrees:

3-year Bachelor of Arts (General)
3-year Bachelor of Science (General)
4-year Bachelor of Arts (Special) in English
4-year Bachelor of Arts (Special) in History
4-year Bachelor of Arts (Special) in Music
4-year Bachelor of Arts (Special) in Religious Studies
4-year Bachelor of Arts (Special) in Biological Sciences
4-year Bachelor of Science (Special) in Biological Sciences
4-year Bachelor of Arts (Special) in Psychology
4-year Bachelor of Science (Special) in Psychology

Major Events

May 9, 1984:	The Honourable Dick Johnston, Minister of Advanced Education, announces the membership of the Private Colleges Accreditation Board.
May 15, 1984:	The Universities Amendment Act, 1983 is proclaimed, thereby establishing the Board.
June 19, 1984:	First meeting of the Board.
September 6, 1984:	Second meeting of the Board; held at Camrose Lutheran College.
October 15, 1984:	Third meeting of the Board; Procedures and Guidelines for the review of proposals are adopted.
January 24, 1985:	Fourth meeting of the Board; External Evaluators for the Camrose Lutheran College proposal meet with the Board.
January 25, 1985:	External Evaluators visit Camrose Lutheran College.
March 11, 1985:	Fifth meeting of the Board; held at Canadian Union College; External Evaluators' Report on Camrose Lutheran College submitted.
April 23, 1985:	Sixth meeting of the Board; Board recommends approval of specified baccalaureate programs for Camrose Lutheran College.
May 28, 1985:	Seventh meeting of the Board.
June 28, 1985:	The Honourable Helen Hunley, Lieutenant-Governor signs the Order in Council enabling Camrose Lutheran College to grant specified degrees.
	The Honourable Mr. Johnston, Gordon Stromberg, M.L.A., Camrose, and Dr. Paterson visit Camrose Lutheran College and announce the decision.

Summary of Expenditures

May 15, 1984 - June 30, 1985

Travel	7,287.94
Honoraria and Professional Services	27,320.00
Hosting	1,922.96
Materials and Supplies	1,665.23
Freight and Rentals	246.00
	38,442.13

APPENDIX A

Bill 48
Mr. Stromberg

UNIVERSITIES AMENDMENT ACT, 1983

CHAPTER 50

(Assented to June 6, 1983)

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

RSA 1980 cU-5

1 *The Universities Act is amended by this Act.*

2 *Section 1(f) is amended by striking out* "an" *and substituting* "a private".

3 *Section 21.92(1)(a)(ii) is amended by striking out* "41(1)" *and substituting* "44(1)".

4 *Section 53 is amended by adding* "or a private college designated under section 64.5" *after* "university".

5 *Section 60(3) is amended by striking out* "Board of Governors" *and substituting* "Governors of".

6 *Section 61(2) is repealed and the following is substituted:*

(2) A representative may be appointed by each of the following to attend meetings of the Universities Co-ordinating Council:

(a) a private college that has been designated under section 64.5;

(b) a private college that

(i) is affiliated with a university under an agreement under section 17(3), and

(ii) provides instruction in courses that are acceptable to the university under the provisions of the agreement referred to in section 17(4).

7 *The following is added after section 64:*

PART 2.1

PRIVATE COLLEGES ACCREDITATION BOARD

Definition

64.1 In this Part, "Accreditation Board" means the Private Colleges Accreditation Board established under section 64.2.

Establishment of Board

64.2(1) There shall be a Private Colleges Accreditation Board appointed by the Minister consisting of

(a) a chairman,

(b) 4 academic staff members of the universities, nominated by the Universities Co-ordinating Council,

(c) 4 academic staff members of private colleges that

(i) are affiliated with a university under an agreement under section 17(3), or

(ii) have been designated under section 64.5

nominated jointly by the chief executive officers of each of those private colleges, and

(d) 4 members of the public.

(2) The Minister shall designate an employee under his administration to attend meetings of the Accreditation Board.

(3) The person designated under subsection (2) shall be given prior notice of all meetings of the Accreditation Board and has the right to attend and to participate in those meetings, but does not have the right to vote on matters before the Accreditation Board.

Term of office and remuneration

64.3(1) A person appointed as a member of the Accreditation Board holds office for a term not exceeding 3 years as prescribed in the appointment and is eligible for reappointment for a 2nd term, but not for further reappointment.

(2) The members of the Accreditation Board

(a) shall be paid travelling and living expenses while absent from their ordinary places of residence and in the course of their duties as members of the Accreditation Board, and

(b) may be paid remuneration for the performance of their duties as members of the Accreditation Board

at rates prescribed by the Minister.

Budget, records and reports

64.4(1) The Accreditation Board shall each year prepare a budget and submit it to the Minister for approval, and the Minister shall, in accordance with the approved budget, pay the operating expenses of the Accreditation Board.

(2) The Accreditation Board shall

(a) keep full and accurate records of its proceedings, transactions and finances, and

(b) prepare and transmit to the Minister annual and other reports and returns as required by the Minister.

Approval of programs of study

64.5(1) The Accreditation Board may inquire into any matter that relates to the approval of programs of study, other than programs in divinity, leading to a baccalaureate that may be granted by a private college.

(2) If the Accreditation Board determines that a private college has met the prescribed minimum conditions for the approval of a program of study leading to a baccalaureate, it shall approve the program of study and recommend to the Minister that the private college be granted the power to grant a baccalaureate in respect of that approved program of study.

(3) On the recommendation of the Minister, the Lieutenant Governor in Council may by order designate a private college as an institution that may grant a baccalaureate in respect of a program of study approved by the Accreditation Board.

(4) An order under subsection (3) is subject to any conditions specified in the order.

Periodic evaluation of approved programs

64.6(1) The Accreditation Board shall establish procedures for the periodic evaluation of approved programs of study provided by private colleges designated under section 64.5.

(2) If the Accreditation Board determines that a program of study should no longer be approved, it shall withdraw its approval of the program of study and recommend to the Minister that the private college that offers the program of study should no longer be designated under section 64.5.

(3) On the recommendation of the Minister, the Lieutenant Governor in Council may by order rescind the designation under section 64.5.

Powers of Board

64.7 Without restricting the generality of section 64.5(1) and 64.6(1), the Accreditation Board may

(a) determine the minimum standards for the approval of a program of study leading to a baccalaureate that may be granted by a private college,

(b) establish and implement procedures for

(i) the review and approval of courses of study,

(ii) the review and approval of the academic credentials of the instructional staff,

(iii) the inspection and approval of libraries, laboratories and other related instructional facilities, and

(iv) the examination of available financial support

of a private college that proposes a program of study leading to a baccalaureate to be granted by that private college,

(c) require a report from the governing body of a private college on any matter pertaining to a proposed or to an approved program of study, and

(d) appoint persons to provide advice and recommendations relating to the review and evaluation made by the Accreditation Board in respect of any program of study.

8 The heading preceding section 65 is repealed and the following is substituted:

PART 3

GENERAL

9 *Section 67(b) is amended*

(a) *in subclause (i)*

(i) *by adding* "or a private college designated under section 64.5" *after* "study by a university", *and*

(ii) *by striking out* "already provided by a university";

(b) *in subclause (ii) by adding* "or a private college designated under section 64.5" *after* "university".

RSA 1980 cC-18

10 *The Colleges Act is amended by repealing section 1(h) and substituting the following:*

(h) "private college" means an educational institution incorporated under a private Act of the Legislature that

(i) has entered into an affiliation agreement with a university and is providing instruction in courses acceptable to that university as constituting a full year's work towards an academic degree, or

(ii) has been designated under the *Universities Act* as an institution that may grant a baccalaureate;

11 *This Act comes into force on Proclamation.*

APPENDIX B

On October 15, 1984 the Private Colleges Accreditation Board adopted documents to be used in the review of proposals for baccalaureate programs by private colleges. The guidelines and procedures contained in those documents have been consolidated and they are attached herein as outlined below.

The Board's Procedures	Page 18
Recommendation	Page 18
Minimum Conditions for Approval	Page 19
Terms of Reference for External Evaluators	Page 23
Steps Leading to Approval	Page 24
Definition of a Program	Page 25

The Board's Procedures

The following procedures visualize a series of approvals, each of which is intended to assure both a college and the Board that the "next stage" of developments is on a firm footing.

1. The college provides a notice of intent to the Board. The Board requests the evaluation report produced by a university under the terms of the affiliation agreement, and provides the guidelines regarding the Self-Study and the Proposal.

   Approval: Level 1 (Related to Minimum Condition 1)

   If the evaluation is favourable, the Board gives approval to the college to proceed to the next stage.

2. Upon receipt of the Self-Study and the Proposal, the Board will examine these documents to determine whether the college appears to have provided adequate information or whether further information is required.

   Approval: Level 2 (Related to Minimum Conditions 2 and 3)

   If the information provided is satisfactory, the Board will signify approval, and proceed to the next stage.

3. The application will be referred to external evaluators. The Board may use their services to provide the Board with judgements on any aspect of the proposal or any matter relating to it.

   Approval: Level 3 (Related to External Evaluation)

   When the report of the external evaluators has been received, discussed and accepted, the whole "package" of documents is finally evaluated summarily by the Board, with a view to its acceptance or rejection.

Recommendation

When all aspects of a proposed program (or programs) are acceptable to the Board, the Board will recommend approval of the program (or programs) to the Minister of Advanced Education.

The recommendation may be accompanied by conditions, relating to matters such as:

1. Certification by a college that it has acquired certain resources specified as being essential to the introduction of a program, (e.g. faculty).
2. Board approval of calendar statements describing the program.
3. Board approval of the designation of the degree as on the degree parchment.
4. Initial approval for a specified time, at the end of which a review of the college's efforts will take place.

Minimum Conditions for Approval

In order to gain approval for a proposed program of study leading to a baccalaureate, a private college must satisfy the Private Colleges Accreditation Board that it can meet certain minimum conditions.

1. **A COLLEGE MUST HAVE DEMONSTRATED THAT IT CAN OFFER SATISFACTORILY THE JUNIOR YEARS OF UNIVERSITY—EQUIVALENT PROGRAMS.**

   Normally, therefore, in order to be eligible to make application to the Board:

   1.1 a private college must have an affiliation agreement with an Alberta university

   (a) which applies to the first and second years of university work, and
   (b) which has been in place for at least three years;

   1.2 a college's performance must have been evaluated under the terms of the affiliation agreement, and judged to be of acceptable quality by the Board;

   1.3 a college must demonstrate that it has remedied deficiencies noted in the evaluation report, or indicate its plans for doing so.

2. **THE CURRENT STATUS OF A COLLEGE (AT THE TIME OF APPLICATION) MUST REPRESENT AN ADEQUATE BASIS UPON WHICH TO BECOME A DEGREE GRANTING INSTITUTION.**

   A college is required, therefore, to conduct a self-study and present the Board with a report thereof. The report should treat each of the major propositions set out, below, but not necessarily in all of the detail suggested.

Proposition 1. Purposes and Objectives

The college should have a concise official statement of its educational purposes and objectives.

Documentation in support of this standard may include such items as:

(a) a brief history of the institution;
(b) official statements of general purposes and specific objectives;
(c) statement of educational philosophy;
(d) relevant constitutional statements.

Proposition 2. Organization and Administration

The college's organizational structure and the qualifications of its administrative staff should be appropriate for the accomplishment of its educational purposes and objectives. Evidence in support of this standard may include such topics as:

(a) relationship to other organizations (Government, university, church, etc.);
(b) composition and responsibilities of the college's governing bodies;
(c) administrative chart of the college;
(d) administrative staff and their vitae and job descriptions;
(e) policies regarding hiring, employment conditions and benefits, and dismissal of administrative officers;

(f) procedures for the evaluation and improvement of administrative effectiveness;
(g) faculty organization and administration.

Proposition 3. Financial Structure

The college should have a sound financial structure that serves its educational purposes and objectives.

Evidence in support of this standard may include such topics as:

(a) financial resources and sources of revenue;
(b) financial obligations and expenditure;
(c) organization and staffing of the business office;
(d) budget preparation, financial control, and audit;
(e) recent financial statements;
(f) fund-raising policies and procedures;
(g) policies and procedures regarding student fees;
(h) future plans regarding finances.

Proposition 4. Curricula and Instruction

The curricula and instruction should reflect the college's educational purposes and objectives.

Evidence in support of this standard may include such topics as:

(a) programs currently offered;
(b) procedures for curricular development, implementation, and change;
(c) instructional methods and procedures;
(d) class-size analysis and instructor-student ratio;
(e) procedures for the evaluation and improvement of instruction;
(f) future plans and priorities regarding curricula and instruction.

Proposition 5. Faculty

The college should have sufficient faculty members with appropriate qualifications, experience, and working conditions to provide competent instruction in the college's curricula. Evidence in support of this standard may include such topics as:

(a) faculty members and their vitae;
(b) faculty profile with respect to discipline, degrees, rank, tenure, teaching experience, age, gender, and salary;
(c) teaching loads, committee work, and administrative duties of faculty members;
(d) policies and practice regarding faculty involvement in research;
(e) policies regarding hiring, promotion, tenure, academic freedom, employment conditions and benefits; and dismissal of faculty members;
(f) communication of faculty responsibilities, obligations, employment conditions, and benefits;
(g) procedures for the evaluation of faculty;

(h) opportunities and support for professional development and improvement of instruction;
(i) future plans and priorities regarding faculty.

Proposition 6. Resource Centres and Libraries

Resource centres and libraries should be adequately supplied and appropriately staffed to support the college's curricula.
Evidence in support of this standard may include such topics as:

(a) resources available;
(b) summary of holdings in various subject areas;
(c) collection policies;
(d) policies regarding ordering and budget allocations;
(e) accessibility and usage;
(f) space analysis;
(g) resource staff and their vitae and job descriptions;
(h) future plans and priorities regarding resource centres and libraries.

Proposition 7. Academic Policies and Records

Policies concerning the requirements for admission, progression, and graduation should be consistent with both the educational purposes of the college and the practice of Canadian universities, and students' academic files should be accurately maintained.
Evidence in support of this standard may include such topics as:

(a) policies and procedures regarding student recruitment, including financial aid;
(b) policies and procedures regarding admissions;
(c) policies and procedures regarding registration;
(d) policies and procedures regarding class schedules and length of academic terms;
(e) policies and procedures regarding student records;
(f) demographic profile of the student body;
(g) policies and procedures regarding academic behaviour (attendance, completion of assignments, plagiarism, etc.);
(h) policies and practice regarding evaluation of students (methods, grading system, examination policy, etc.);
(i) grade distributions;
(j) policies and procedures regarding academic probation and academic honours;
(k) graduation requirements;
(l) communication of academic policies to students and faculty;
(m) policies and procedures regarding alumni records;
(n) future plans regarding academic policies and records.

Proposition 8. Student Services

The provision of student services, such as counselling, extracurricular activities, and residential accommodations, should be appropriate to the college's educational purposes and objectives.

Evidence in support of this standard may include such topics as:

(a) services provided (counseling, residence, athletics, recreation, student government, clubs and other extracurricular activities, food, health services, financial aid, etc.);
(b) policies and practice regarding each service provided;
(c) future plans and priorities regarding student services.

Proposition 9. Physical Plant and Facilities

The college's buildings, classrooms, laboratories, and their furnishings should be appropriate to support the college's curricula and instruction.

Evidence in support of this standard may include such topics as:

(a) facilities available;
(b) policies and practice regarding utilization and maintenance;
(c) future plans and priorities regarding physical plant facilities.

Proposition 10. College Publications

College publications and promotional material should accurately describe the college and its programs.

Documentation in support of this standard may include such items as:

(a) statement of policies regarding production of college publications;
(b) samples of college publications (calendar, brochures, newsletters, handbooks for internal use, etc.);
(c) statement of future plans regarding college publications.

3. **A COLLEGE SHALL SUBMIT A PROPOSAL TO THE BOARD.**

3.1 The proposal shall have sufficient detail to satisfy the Board that the college has planned the proposed program carefully, with reference to matters such as:

3.1.1 a description of the program as it will appear in the calendar (see definition of a program, page 25).
3.1.2 the structure of the program in terms such as those listed in the definition of program.
3.1.3 the course composition of the program, year by year, with special attention to third and fourth year courses, including general course descriptions.
3.1.4 a sample program as it could be selected, year by year, by a student.

3.1.5 In the case of a four-year program, the college will provide the Board, when the Proposal is submitted, with a written report of consultation, with appropriate academic personnel in an Alberta university (and any other, if so desired) regarding aspects of the proposed program such as the nature of courses, level of content, qualifications of instructors, its likely status in the Alberta system, and such other matters as may be deemed significant.
(External evaluators also may make judgements regarding the content of a proposed program, but such judgements do not represent their primary role.)

3.2 The college must satisfy the Board that it has assessed realistically the implications of introducing the proposed program, in terms of:

3.2.1 projected enrolments
3.2.2 work load
3.2.3 faculty
3.2.4 facilities
3.2.5 support staff
3.2.6 new policies and regulations needed to administer the program
3.2.7 library holdings

3.3 The college must satisfy the Board that it has a feasible plan for the introduction of the program, including:

3.3.1 a description of and a schedule for the acquisition of such additional resources as are specified in 3.2 above.
3.3.2 a reliable estimate of costs associated with 3.3.1.
3.3.3 a plan for the acquisition of additional funds, as required.

Terms of Reference for External Evaluators

Without restricting the scope of matters to be considered by the external evaluators, the Board indicates interest in the following questions:

1. Are provisions and procedures for governance of academic affairs adequate in their scope and satisfactory in their operation?
2. Are current policies, regulations and practices relating to academic affairs generally adequate in their scope and nature?
3. Have college administrators and faculty made a realistic assessment of demands that will be created by the proposed program (e.g. workload, finances, etc.)?
4. Does the college have both the general resources (e.g. supporting disciplines) and the specific resources (e.g. library, holdings) needed to implement proposed programs?
5. Given the over-all quality of the college's operations, as perceived by you, does the expansion of programs as proposed seem to be a viable and realistic proposition?

Steps Leading to Program Approval

Conditions		Instruments	Procedures
(a) General	(b) Specific		
1. Track Record	Affiliation	Evaluation	Level 1 Approval (permission to proceed to Stage 2)
2. Current Status	See various items re: Self-Study	Self Study	Level 2 Approval
3. Careful Plan	See various items re: Proposal	Proposal	
4.		External Examiners	Final assessment by the Board and recommendations to the Minister

Definition of Program

A. A "program" consists of:

(1) a structured cluster of courses to be offered over a three-year period, leading to a general B.A. or general B.Sc. degree; or

(2) a structured cluster of courses to be offered over a four-year period, including a "concentration" of courses in a specified subject field, and leading to a specialized B.A. or specialized B.Sc. degree.

Note: The implication is that separate Board approval would be required for each "major" proposed by a college.

B. The term "structured" indicates that courses chosen by a student are constrained by the features of an over-all plan, such as:

(1) specification of maximum number of junior courses permitted in a program.

(2) stipulation of required courses, including sequences, if any.

(3) number and nature of options permitted.

(4) number, nature, and level of courses required to constitute a major or a concentration.